

# Coast Guard Pay & Personnel Center Advancements Branch Newsletter



Summer 2014 Edition

July 2014

*Serving our customer needs in SWEs, Advancements, EERs,  
Service Validation & Personnel Data Corrections*

## Voluntary Removal from the SWE Eligibility List



One of the most exciting moments in a person's military career is when you have the opportunity for advancement. When a member is selected for advancement it can be a life changing occurrence and at times a complicated decision. Advancement is usually considered a positive event in your career, but from time to time it can have a negative impact on an individual. For whatever reason, a service member should weigh all the pros and cons regarding advancement. Concerns such as family housing, schools, cost of living, special needs of a dependent and other considerations can all play a role in the decision of voluntarily removing oneself from the advancement eligibility list.

If you do consider it, first seek advice from a career counselor, mentor, spouse, PPC (ADV), and your command. This decision should be evaluated very carefully as it may greatly affect your career due to the annual Career Retention Screening Panel (CRSP) and High Year Tenure (HYT).

There may be a time in your career when a voluntary removal might be the best option. If this is the case I recommend you view COMDTINST M1000.2, 3.A.19.f in its entirety and if you have questions, seek interpretation from PPC (ADV). Remember that once an election is made there is a one (1) year wait requirement from the date of election before you regain eligibility to participate in a future service wide examination. This election does not only

remove you from the current SWE eligibility list, but all eligibility lists that are currently active. Here's a great example:

*An SKC participated in the May 2012 SKCS SWE; he also took the May 2013 SKCS SWE. In June of 2013, the member was above the cut from the May 2012 SWE and subsequently received a call from the detailer to transfer. Due to an unforeseen family situation the member decided to voluntarily remove himself from the May 2012 SWE advancement list on 15 June 2013. Misinterpreting the policy, the member did not understand that he was also going to be removed from the May 2013 list as well, and forfeited his opportunity to compete in the May 2014 SWE. Due to his one year non eligibility status that commenced on 15 June 2013 and expired on 14 June 2014, the member was not "eligible" on or prior to the 1 FEB 2014 SWE Eligibility Date (SED) for the May 2014 SWE exam. Sadly, the member would not be able to compete until May 2015 with the first possible advancement in January 2016. One might say, "well couldn't the member have participated in the May 2014 test because by the time of advancement the member would have that one year wait time?" The answer is no. Eligibility must be met by the SED and not Terminal Eligibility Date (TED).*

Situations like these are unfortunate, but it does happen. So, if in doubt please seek advice. Remember, this is your career, and decisions you make may greatly affect it.

By: YNC Gautier

## Fast Track Hiring Tips

Fast Track: The process of hiring a member from the Reserve Component (SELRES) to the Active Component.

In 2014, The Recruiting Command's Fast Track program has and will continue to see a huge increase in the number of SELRES members rehiring into the Active Duty component. Unfortunately, it has not always been clear to the SPOs what Department ID (unit) to rehire these members to, resulting in members being rehired to the wrong location. Note: They should not be rehired to their new assignment unless assigned to a unit which will not allow movement of HHGs.

The four below Fast Track Tips should assist in eliminating the confusion surrounding this process.

1. The Recruiting Command issues orders which will now include a note advising the departing SPO to rehire the member with a position number from the member's departing location or a position number from the local Recruiting Office (i.e. the location the member signed his/her contract or Oath of Office). Be sure and capture an active duty position number, not a reserve one.

2. If you execute the PCS prior to the rehire, you will see the PCS order in DA (Nature of Duty block will indicate "Reserve PCS w/o Duty") and the Transfer job row in Job Data will be shown prior to the member's termination row from the Reserve component. You must execute these orders AFTER the member's rehire row pushes from Direct Access 9.1 to 8.0. If you execute the PCS prior to the rehire, the member's accession will not process correctly in Direct Access. You will then need to submit a trouble ticket for assistance from PPC.

3. Once the member is rehired, you will see a Termination and a Rehire row for the same date with different Effective Sequence numbers. The Transfer PCS cannot be the same Effective Date as these rows in DA; you should make the

Effective Date the day after the rehire or later if the member has a delay in reporting.

4. Check the PCS Transfer order to verify the departing location shows the hire location's Department ID and the information under Itinerary shows the reporting Department ID and Position Number. Also, verify that Nature of Duty shows Duty. If the PCS orders are not correct, please submit a trouble ticket for PPC assistance.

By: Ginger Farmer

## THANKS SWE Officers!

Another May SWE has successfully come and gone. This year we shipped out around 10,000 exams. For you seasoned SWE Officers, it was business as usual. However, for all you new SWE Officers, if the May SWE is your first, it can be a bit overwhelming, especially for the larger units. Hopefully the SWE Officer Handbook, the SWE Guide, our web page, and chapter 3.A. of COMDTINST M1000.2 all helped you through the process and answered all your questions. If not, please feel free to contact us at any time for assistance on future SWEs.

A gentle reminder to please fill out answer sheets for all members that you received a SWE for, even if they didn't take the exam. A "Returned Not Administered" (RNA) answer sheet is scanned right along with administered exams and automatically closes out the SWE record in DA. Once I have received about 90% of the answer sheets back for scoring, I run a report that shows missing answer sheets. I then start emailing the members and/or SWE Officers to find out the status of these answer sheets. Many times the member states that he/she didn't take the test. I then have to go into DA and close out the SWE record manually since the RNA answer sheet was not completed. Your attention to this requirement is greatly appreciated.

Thank you to all the SWE Officers for mailing back answer sheets so promptly and for all you do.

By: Carolyn L. A. McInnes



**SWE Statistics** The next few pages will contain statistical data from the recent May 2014 active duty SWE. The marks and awards points were computed up to the eligibility date and the TIS and TIR points are computed up to the Terminal Eligibility Date.

Exam	Number of Candidates Tested	Average Final Multiple Score	Average Raw Score	Average EER Points	Average Award Points	Average Time in Service	Average Time in Rating	Average Sea Points
AET1	140	115.3485	81	42.1902	3.87	10.134	8.66	0.51
AET2	76	105.1182	77	38.7953	1.92	6.1752	6.54	1.8
AETC	187	123.5514	77	43.6129	6.31	13.94	8.76	0.74
AETCM	7	125.3071	88	45.2328	4	20	6.07	0
AETCS	32	126.7856	84	44.3678	5.4	18.402	8.2	0.4
AMT1	197	118.7795	83	42.3864	5.07	12.026	8.44	0.85
AMT2	146	109.3736	74	39.3303	2.56	7.6036	7.92	1.93
AMTC	221	125.5133	87	43.958	6.13	16.346	8.22	0.91
AMTCM	13	126.3192	98	45.863	4.07	19.865	6.51	0
AMTCS	31	125.357	92	44.4912	4	19.398	7.34	0
AST1	59	116.3798	93	42.1952	5.05	11.356	7.54	0.47
AST2	38	106.6989	80	39.3894	2.52	6.3273	6.8	1.39
ASTC	41	121.499	94	43.5429	5.12	15.598	6.92	0.3
ASTCM	2	124.86	88	46.275	4.5	19	5.08	0
ASTCS	7	128.4714	97	45.4714	5.42	18.94	6.9	0.35
BM1	363	117.3612	86	42.7211	3.84	9.7846	8.21	2.81
BM2	26	111.3526	71	41.1719	2.19	6.7592	7.04	4.14
BMC	709	128.6081	85	44.0995	6.54	13.879	8.71	5.27
BMCM	70	130.9802	88	46.4622	5.44	19.055	7.04	2.31
BMCS	63	129.8849	97	46.195	5.58	15.904	7.29	4.5
DC1	29	116.9151	89	42.3741	3.58	9.4117	7.87	4.25
DC2	13	109.3007	83	41.0507	1.84	5.5584	5.69	5.15
DCC	115	126.7298	97	43.2283	5.56	14.109	8.19	5.57
DCCM	11	129.9009	93	44.4663	5.18	19.31	7.57	3.36
DCCS	18	127.4961	98	44.7044	5.22	17.449	7.37	2.75
EM1	65	115.6758	70	42.2429	3.55	8.9538	7.35	3.63
EM2	33	108.6751	65	40.6615	1.75	6.0406	7.39	4.36
EMC	144	127.7496	85	43.3746	6.05	13	8.72	6.59
EMCM	15	127.1466	88	44.3593	3.93	19.227	6.42	4.33
EMCS	32	133.0087	87	44.8071	6.34	16.292	7.72	7.87

## MAY14 SWE Statistical Summary (cont.)

Exam	Number of Candidates Tested	Average Final Multiple Score	Average Raw Score	Average EER Points	Average Award Points	Average Time in Service	Average Time in Rating	Average Sea Points
ET1	189	117.936	90	41.5832	4.06	9.9623	8.53	3.92
ET2	180	109.2678	80	39.2918	2.07	6.3711	8.32	3.1
ETC	218	127.4742	81	42.8175	6.18	13.839	8.8	5.76
ETCM	16	129.6456	97	45.1987	5.12	19.229	7.19	2.89
ETCS	22	129.1777	90	43.2709	5.68	17.382	8.11	4.72
FS1	34	122.1517	72	42.4361	4	9.6176	8.4	6.47
FS2	28	105.1721	76	39.9839	0.75	5.4196	5.59	3.42
FSC	97	128.7962	64	43.388	5.94	13.743	8.41	7.48
FSCM	16	129.2881	85	46.01	4.43	19.141	7.29	1.93
FSCS	26	130.3134	87	44.9226	5.11	17.427	7.63	5.21
GM1	52	118.6544	85	41.3875	3.98	10.178	8.64	4.84
GM2	49	109.93	68	39.9759	2.12	6.441	7.32	3.93
GMC	81	125.8348	80	43.025	5.62	13.314	8.43	5.56
GMCM	6	125.1116	87	43.5966	4.16	19.818	6.28	1.25
GMCS	12	129.5283	89	44.735	6.33	16.048	8.18	5.08
HS1	45	114.3428	93	42.5964	3.28	9.9155	7.6	0.93
HS2	32	105.6803	87	40.8846	2.15	5.5131	4.82	1.81
HSC	78	123.0169	93	43.6891	5.5	14.34	8.15	1.95
HSCM	9	125.03	94	45.6144	3.33	19.861	6.16	0.05
HSCS	24	127.1091	87	45.635	4.79	18.344	6.77	1.51
IS1	17	110.2041	75	42.6211	3.11	7.8835	6.51	0.06
IS2	11	103.9563	72	40.149	2.18	5.1372	4.72	1.75
ISC	52	117.9255	76	42.5023	4.71	11.398	8.09	1.12
ISCM	3	126.8266	80	45.3833	4.66	18.61	7.83	0.33
ISCS	2	125.69	78	42.02	6.5	15.25	8.58	3.33
IT1	70	113.0775	85	41.3491	3.12	9.1405	8.16	2.37
IT2	70	104.4262	77	40.0807	1.5	5.6808	5.69	2.06
ITC	115	123.8126	89	42.5756	6.21	13.551	9.04	2.92
ITCM	7	126.97	86	44.4828	4.85	19.953	6.78	0.66
ITCS	21	127.6114	91	44.0461	5.76	17.294	8.44	2.25
ME1	99	115.4005	69	42.5401	4.19	9.8929	7.48	1.7
ME2	123	109.6042	62	41.0553	2.56	6.769	6.94	2.16
MEC	105	126.8649	69	44.0133	6.78	14.526	8.52	3.43
MECM	5	126.59	84	45.522	5.6	19.934	5.26	0.26
MECS	11	127.1345	78	44.3227	5.54	17.265	7.54	2.39

## MAY14 SWE Statistical Summary (cont.)

Exam	Number of Candidates Tested	Average Final Multiple Score	Average Raw Score	Average EER Points	Average Award Points	Average Time in Service	Average Time in Rating	Average Sea Points
MK1	473	120.3515	89	42.2006	4.64	10.499	8.52	4.45
MK2	250	110.4262	88	40.6383	2.04	6.49	7.87	3.38
MKC	527	125.3879	87	43.5798	5.5	13.772	8.11	4.35
MKCM	34	127.5782	90	43.7535	4.76	19.113	6.66	3.28
MKCS	85	131.8662	90	44.7889	5.95	16.94	8.17	6
MST1	192	116.4545	110	43.1451	4.83	9.7203	8	0.69
MST2	176	110.2356	99	41.8936	2.55	6.4323	7.28	2.02
MSTC	211	122.9852	109	44.1562	6.66	12.88	8.72	0.7
MSTCM	8	124.3187	89	44.9225	4.87	18.124	6.21	0.18
MSTCS	24	124.8937	102	45.4241	6.41	14.841	7.55	0.63
OS1	127	113.1338	79	41.5782	2.96	8.3589	7.65	2.54
OS2	150	104.6602	74	39.9004	1.28	5.1432	6.57	2.34
OSC	255	123.6259	73	42.7116	5.74	11.983	8.97	4.35
OSCM	27	129.7511	88	45.4318	5.74	18.451	7.46	2.69
OSCS	15	128.8513	88	44.01	6.06	16.15	8.52	4.1
PA1	2	114.92	105	42.545	3	12.625	6.75	0
PA2	6	108.695	99	39.92	2.83	8.47	7.02	0.66
PAC	5	118.944	114	44.078	5.8	11.734	6.46	0.86
PACM	1	121.53	96	46.12	4	16.08	5.33	0
PACS	2	128.115	109	45.695	9	14.085	9.33	0
SK1	174	116.3477	82	42.6552	3.83	9.8673	7.83	2.2
SK2	120	106.1084	73	41.2335	1.72	5.7374	5.51	2.17
SKC	208	124.4012	78	43.9343	6.1	13.377	8.64	2.46
SKCM	7	124.2028	80	45.0571	4.28	18.869	6.28	0.95
SKCS	26	125.858	88	44.4461	4.92	17.295	6.95	2.24
YN1	228	114.4072	81	42.8379	3.81	9.468	7.73	0.76
YN2	185	106.414	71	41.0444	1.77	5.7243	6.71	1.36
YNC	261	122.8152	85	44.3511	5.51	13.657	8.19	1.22
YNCM	16	128.7156	89	45.5262	5.37	19.438	7.21	1.15
YNCS	40	125.733	88	44.8785	5.2	17.813	7.88	0.48

## Your Prior "Other" Service Documentation

I wrote an article in the last Advancement's Newsletter explaining the documents we need to complete a Statement of Creditable Service (SOCS).

The article generated questions from our readers asking where one can get these documents. It's always recommended that members retain copies of their service documents, but if you don't have them, you'll need to get them.

The PPC Website has a section titled "Advancements, Evaluations, Service Validation" at (<http://cgweb.ppc.uscg.mil/>). When there, select the "Service Validation" tab then scroll down to the paragraph titled "Documentation Needed". The last paragraph in that section has a link to (<http://www.archives.gov/veterans/military-service-records>). This is the National Archives, Veterans Service Records web page. You can submit your request for service documents online by following the directions on the website. Request the forms required to complete your SOCS which may include:

- DD Form 4 (Enlistment/reenlistment document-Armed Forces in the United States);
- DD Form 214 (Certificate of Release or Discharge from Active Duty);
- NGB 22 (National Guard Report of Separation and Record of Service),
- DD Form 368 (Request for Conditional Release).

If you served in the reserves you should also request a Reserve Point Statement. You can do that on step 3 at the above website. It has a comments block where you may request it.

Depending on your prior branch of service and how long it's been since you left, the National Archives Center in St. Louis, Missouri may not yet have your prior service documents since they have not yet been sent to them. In these cases you need to go directly to that military branch for your records. The POCs below are also listed at <http://www.archives.gov/veterans/military-service-records>. We recommend calling them first for guidance in retrieving your documents. Here are the POCs you can contact depending on your prior service history:

**Army**  
**US Army Human Resources Command**  
**Attn: AHRC-PDR-VIB**  
**1600 Spearhead Division Avenue 420**  
**Fort Knox, KY 40122-5402**  
**Telephone 1-888-246-9472**

**Air Force**  
**Air Force Personnel Center**  
**HQ AFPC/DPSSRP**  
**550 C Street West, Suite 19**  
**Randolph AFB, TX 78150-4721**  
**Telephone 1-800-525-0102**

**Air Reserve Personnel Center**  
**HQ ARPC/DPTOCW (Contact Center)**  
**18420 E Silver Creek Ave Bldg 390 MS 68**  
**Buckley AFB, CO 80011**  
**Telephone 1-800-525-0102**

**Navy**  
**Navy Personnel Command**  
**(PERS-312E)**  
**5720 Integrity Drive**  
**Millington, TN 38055-3120**  
**Telephone 1-901-874-4885**  
**For reserve 1-866-827-5672**

**Marine Headquarters, U.S. Marine Corps**  
**Personnel Management Support Branch**  
**(MMSB-10)**  
**2008 Elliot Road**  
**Quantico, VA 22134-5030**  
**Telephone 1-800-268-3710**

**Marine Forces Reserve**  
**4400 Dauphine St**  
**New Orleans LA 70146-5400**  
**Telephone 1-800-255-5082**

The bottom line is we must have the requested documents to accurately complete your SOCS and establish your Pay Entry Base Date and active duty time. If you don't have them, please use these resources to obtain them and forward to us so we can take care of you. Don't forget to keep copies in your personal files.

Ref: Personnel and Pay Procedures (PPPM) Manual (PPCINST M1000.2B, Art 5.C.2.) Available on the PPC webpage at:  
<http://www.uscg.Mil/ppc/pppm/CHAP05.pdf>.

Thanks and have a real good Coast Guard day!

By Charles Nunley



## **EER Schedule**

E-1 Jan (all) & Jul (AD only)  
E-2 Jan (all) & Jul (AD only)  
E-3 Feb (all) & Aug (AD only)  
E-4 Mar (all) & Sep (AD only)  
E-5 Apr (all) & Oct (AD only)  
E-6 May (all) & Nov (AD only)  
E-7 Sep (all)  
E-8 Nov (all)  
E-9 Jun (all)

## **New Arrivals at PPC (ADV)**



It's been an exciting year at PPC Advancements Branch with a lot of personnel changes.

LCDR David Gomez reported this month as the new Executive Officer and Customer Ser-

vice Division Chief for which PPC (ADV) works.

YNC Jeff Freeman replaced YNC Luke Strittmatter who promoted to CWO and reported to PSC (opm). YNC Freeman came from our own PPC Customer Care Branch and brings a lot of talent with him.

YN1 Gretchen Davis came to us last October from the PPC Separations Branch and is now running our Enlisted Employee Review desk.

Helping out in our SWE section is our summer hire Eulalia Ramirez, who's been a great help in all the preparations for the upcoming October and November SWEs.

On our Service Validation (SV) Team we just welcomed YN1 Davis Pagan who reported this month and will be an auditor.

We also have two new case workers on the SV Team, retired YNC Mick Myers is back in civilian status and eager to serve you, and YN3 Crockett Thompson just reported from Yeoman A-School and is quickly getting up to speed on SOCS.

Our new staff members are all excited to be here and ready to meet your needs!

By: Doug Rose

## **PPC Command Staff**

**Commanding Officer:** CAPT Stuart Lebruska

**Executive Officer:** LCDR David Gomez

**Executive Director:** Gary Earling

**Command Master Chief:** YNCM Eric Norris

## **PPC ADV Staff**

**Acting Branch Chief:** Doug Rose

**Branch Master Chief:** YNCM Tonia Allen

**SWE/RSWE:** Carolynne McInnes

**Monthly EPAA/ERAA:** YNC Jeff Freeman

**Supplemental/Striker Advancements:** YNC Claricia Gautier

**EERs:** YN1 Gretchen Davis

**Personnel Data Integrity:** Ginger Farmer

**Service Validations:** Glenn Hess, Alan Wiggs, YN1 Davis Pagan, Charles Nunley, Debbie Koehn, Mickey Myers, YN3 Justin Dickens, YN3 Crockett Thompson

## **Contact Information**

**Email:** PPC-DG-CustomerCare (in Global) or [ppc-dg-customer care@uscg.mil](mailto:ppc-dg-customer care@uscg.mil)

**Phone:** (785) 339-3400

**FAX:** (785) 339-3765

**MSG:** COGARD PPC TOPEKA KS//ADV//

## **Letters to the Editor:**

If you have comments or suggestions concerning the contents of this newsletter or suggestions on future content, please email them to: [Douglas.C.Rose@uscg.mil](mailto:Douglas.C.Rose@uscg.mil).